



Board Position Description	
Title:	VP of Education
Term:	2 Years
Section	Description
Role	The VP of Education shall be responsible for securing relevant presenters for the chapter meetings.
Key Responsibilities	<ol style="list-style-type: none"> 1. Provide and encourage exposure to BA best practices, the <i>Business Analysis Body of Knowledge</i>[®] (BABOK[®]) and technology awareness. 2. Work with presenters to ensure all presenter needs are met prior to each meeting. 3. Encourage networking and define subjects of interest to the community.
Ad-hoc Responsibilities	<ol style="list-style-type: none"> 1. Commitment to the work of IIBA 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy 3. Willingness to serve on committees 4. Attendance at Board meetings 5. Attendance at meetings of assigned committees 6. Attendance at the AGMs 7. Attendance at membership meetings 8. Support of special events 9. Support of, and participation in, special events 10. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees 11. Monitor all Board policies 12. Review the bylaws and policy manual, and recommend bylaw changes to the membership 13. Review the Board's structure, approve changes and prepare necessary bylaw amendments 14. Participate in the development of the chapter's organizational plans and annual review 15. Approve the chapter's budget 16. Support and participate in evaluating Director performance 17. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the chapter's mission
Required Skills	<ul style="list-style-type: none"> ● Good organizational and leadership skills ● Creative thinking and planning skills ● Familiarity with chapter bylaws and policies

Estimated Monthly Time Commitment	10-15 hours